
Volunteer Portal

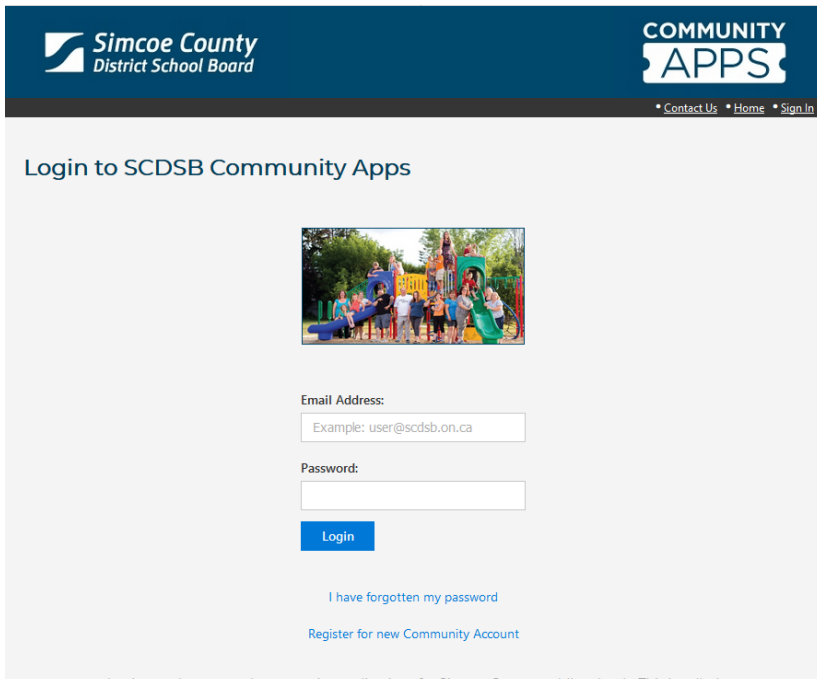
Community Apps

The volunteer portal allows you to complete your volunteer forms and complete your training. The portal also allows you to see the status of your request and add and remove schools.

Volunteer Portal

Step 1

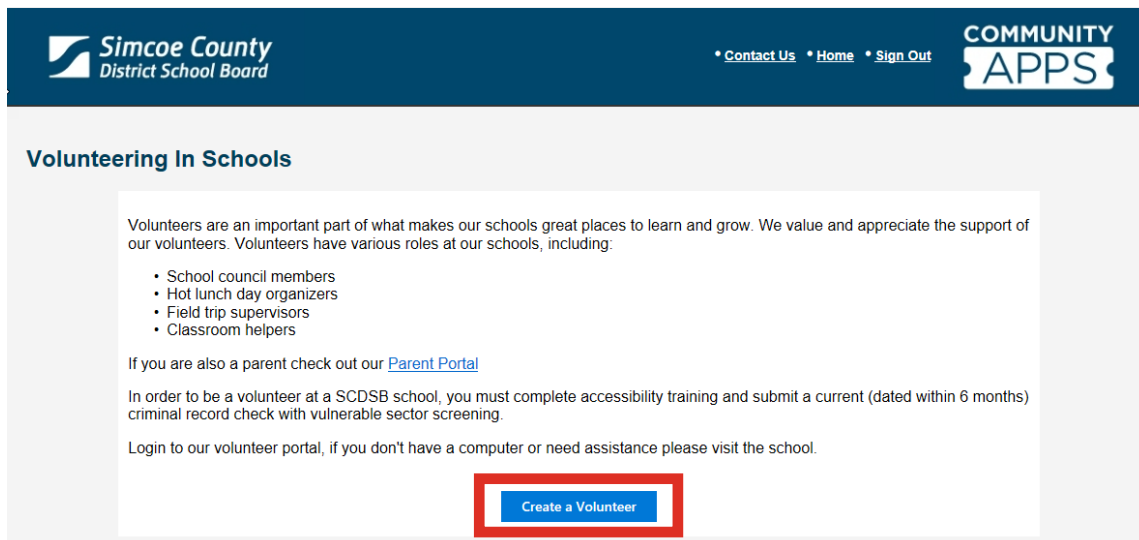
Navigate to the Volunteer Portal by clicking on the link available on the volunteer page on your schools website. And login. If you do not have an account please register as a new user. You can also navigate to the Volunteer Portal by logging into Community Apps and selecting School Volunteers



Reminder: Each volunteer will have to have their own community apps account. Each community apps account is created with a separate email address.

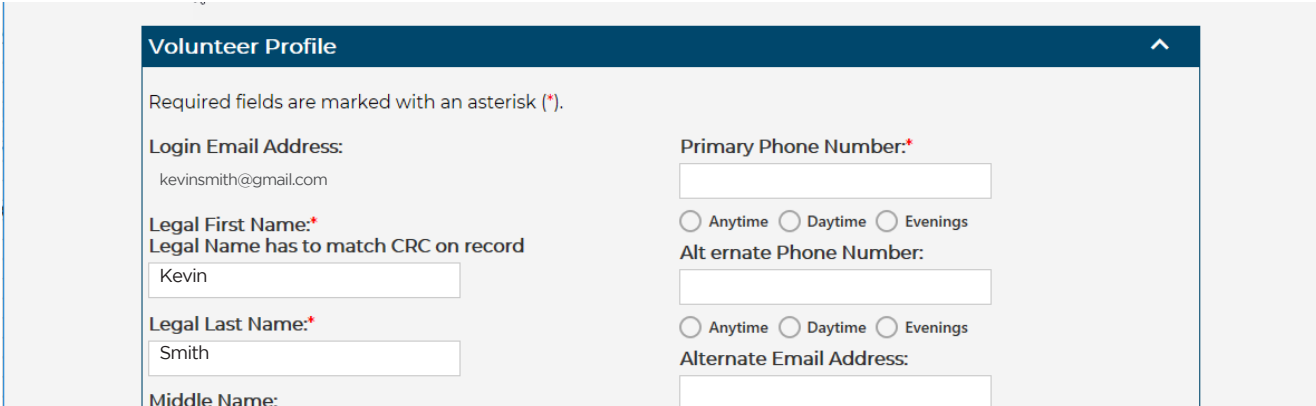
Step 2

You will be brought to a volunteer information page. Please review the information before selecting **Create a Volunteer**.



Step 3

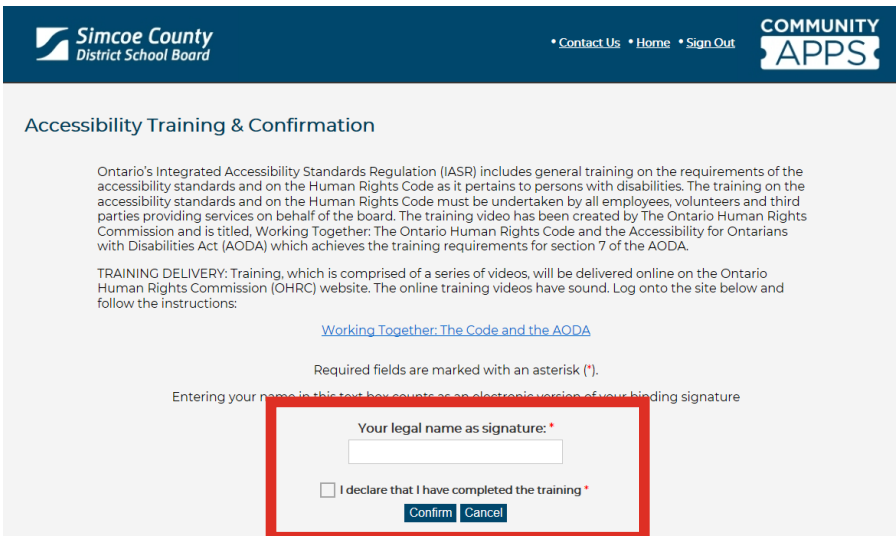
Fill out your volunteer profile with as much detail as possible. When finished select **Confirm** at the bottom.



The screenshot shows a web form titled "Volunteer Profile". At the top, it states "Required fields are marked with an asterisk (*)". The form is divided into two columns. The left column contains: "Login Email Address:" with the value "kevinsmith@gmail.com"; "Legal First Name:*" with the value "Kevin" and a note "Legal Name has to match CRC on record"; "Legal Last Name:*" with the value "Smith"; and "Middle Name:". The right column contains: "Primary Phone Number:*" with an empty input field and radio buttons for "Anytime", "Daytime", and "Evenings"; "Alt ernate Phone Number:" with an empty input field and radio buttons for "Anytime", "Daytime", and "Evenings"; and "Alternate Email Address:" with an empty input field.

Step 4

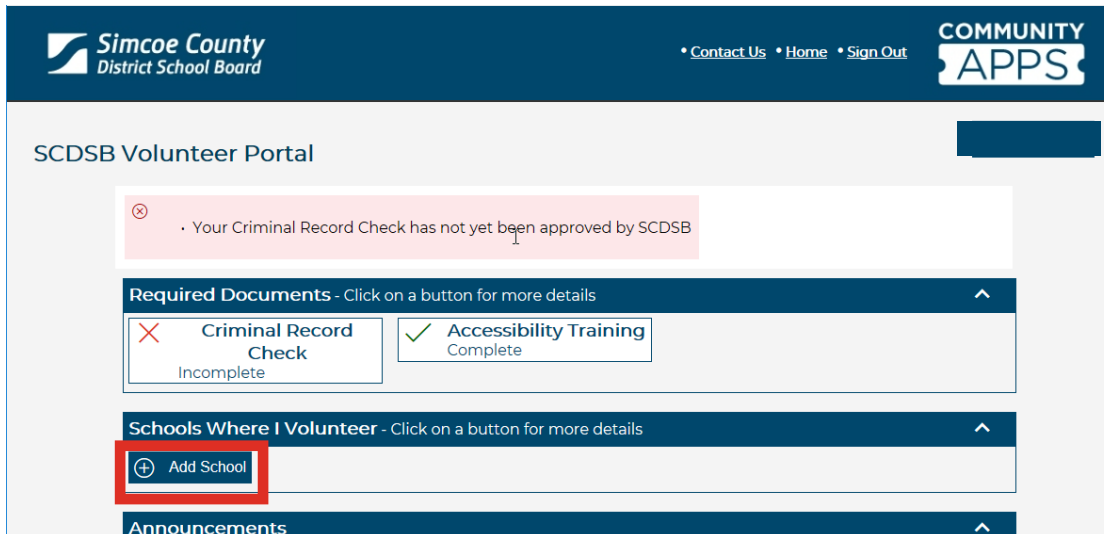
All volunteers must complete accessibility training. Please follow the link to the training. Once complete type your name for an electronic signature and check the box that you have completed it.



The screenshot shows the "Accessibility Training & Confirmation" page. At the top, there is a header with the "Simcoe County District School Board" logo, navigation links for "Contact Us", "Home", and "Sign Out", and the "COMMUNITY APPS" logo. The main content area contains a paragraph explaining Ontario's Integrated Accessibility Standards Regulation (IASR) and a link to "Working Together: The Code and the AODA". Below this, it states "Required fields are marked with an asterisk (*)" and "Entering your name in this text box counts as an electronic version of your binding signature". A red box highlights the signature section, which includes a text input field labeled "Your legal name as signature: *", a checkbox labeled "I declare that I have completed the training *", and "Confirm" and "Cancel" buttons.

Step 5

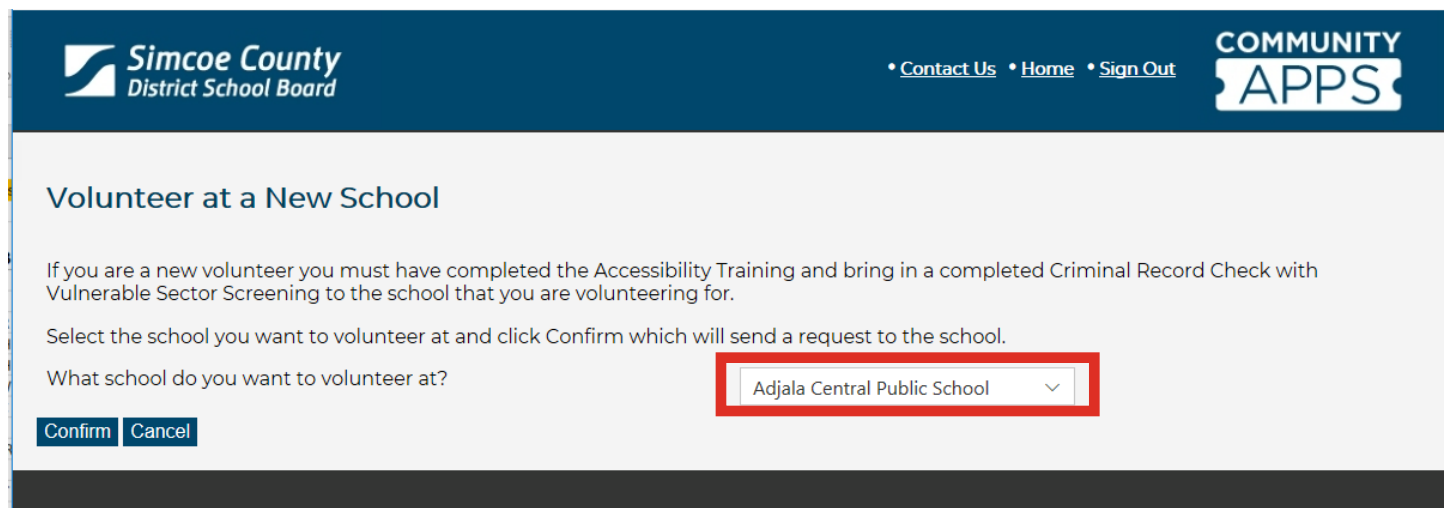
From the dashboard click on **Add School** to request to be a volunteer. Only one School may be requested at time of registration. **The school you add must be the school you have provided your CBC/VSS to.**



The screenshot shows the SCDSB Volunteer Portal dashboard. At the top left is the Simcoe County District School Board logo. At the top right are navigation links for Contact Us, Home, and Sign Out, along with the COMMUNITY APPS logo. The main content area is titled "SCDSB Volunteer Portal" and features a notification box stating "Your Criminal Record Check has not yet been approved by SCDSB". Below this is a "Required Documents" section with two items: "Criminal Record Check" (Incomplete) and "Accessibility Training" (Complete). A "Schools Where I Volunteer" section contains an "Add School" button, which is highlighted with a red box. At the bottom is an "Announcements" section.

Step 6

Select the school you wish to volunteer at from the drop down list and select **Confirm**. **Additional schools may only be requested after the approval process has been completed with the initial school requested.** Each school admin will need to approve you before you can volunteer.



The screenshot shows the "Volunteer at a New School" form. At the top left is the Simcoe County District School Board logo. At the top right are navigation links for Contact Us, Home, and Sign Out, along with the COMMUNITY APPS logo. The main content area is titled "Volunteer at a New School" and contains the following text: "If you are a new volunteer you must have completed the Accessibility Training and bring in a completed Criminal Record Check with Vulnerable Sector Screening to the school that you are volunteering for." and "Select the school you want to volunteer at and click Confirm which will send a request to the school." Below this is a form field labeled "What school do you want to volunteer at?" with a dropdown menu showing "Adjala Central Public School" selected. The dropdown menu is highlighted with a red box. At the bottom left are "Confirm" and "Cancel" buttons.

Dashboard View

From the Volunteer dashboard you can see your volunteer status as well as any required documents.

The screenshot shows the SCDSB Volunteer Portal dashboard. At the top left is the Simcoe County District School Board logo. At the top right are links for Contact Us, Home, and Sign Out, along with the COMMUNITY APPS logo. The main content area is titled "SCDSB Volunteer Portal" and features a notification box with a red 'X' icon stating: "Your Criminal Record Check has not yet been approved by SCDSB. Adjala Central Public School is waiting for the school's approval." Below this is a "Required Documents" section with a header "Click on a button for more details" and an upward arrow. It contains two items: "Criminal Record Check" (Incomplete) with a red 'X' icon, and "Accessibility Training" (Complete) with a green checkmark icon. Below that is a "Schools Where I Volunteer" section with a header "Click on a button for more details" and an upward arrow. It contains one item: "Adjala Central Public School" (Pending) with a red 'X' icon. At the bottom is an "Announcements" section with an upward arrow.

Troubleshooting

When I click on the training page link nothing happened.

Please check in the browser settings or add-ons for pop-up blockers. The browser may be stopping the new window from opening.

I can't continue on. I keep getting an error page.

Your login session may have timed out if it was left too long. Close the session and sign in again.

I don't know my password to get back in.

On the Community Apps login page there is a link if you have forgotten your password.